

HR Committee

1/22/18 @ 8:35 AM

Koons, Galicki, Carroll, Romanowski

- Update on job descriptions
- Establish a pay structure
- Safety Council

Schedule meetings the first
Wednesday before the first
Council meeting of the month
at 7:30 am.

Human Resources Committee
2-12-18 @ 6:45 pm

- Job descriptions - will print
and distribute

- Pay structure
- Evaluation form
- Applications + resumes
- Evaluations
- Executive issues

Human Resources Meeting
Monday, March 5, 2018 – 7:30 a.m.

- Safety Official
 - Safety Meeting issue
 - Character attack
 - BWC reports complete – will pack up and give to Bldg. Inspector

- Drug testing/training

- Clemens Nelson training session

- Job Descriptions
 - Update by year end

Human Resource Committee

April 3, 2018 7 a.m.

Present: Carroll, Galicki, Romanowski

Galicki reported in the absence of the Chair of the Human Resources (HR) committee, he would report on the HR meeting that was held on Tuesday, April 3rd at 7 a.m. There was discussion on the role of an Administrative Assistant to assist the Fiscal Officer. In the absence of the Chair, he will go forward with no further discussion about that until the Chair's return at the next Council meeting.

There was discussion about incentives for physicals. There was a proposal of \$100 incentive for employees of the Village to get physicals. During the course of the discussion, it was felt without a potential tie in for a reduced rate for insurance, there was probably limited value to offering the incentive of \$100 just for the employees to get a physical. Right now there is no guidance in terms of any village employees requiring a physical so this will be an ongoing discussion.

The HR committee discussed participation in AFLAC Insurance. There is a requirement that at least three employees must participate in order to offer it. It would cost the Village nothing and the costs come out of payroll. Fiscal Officer will poll employees to gauge interest in the program and potentially set up a meeting with an AFLAC representative and employees to discuss the benefits of that program.

Regarding the Safety Official transfer of duties; still working to gather safety related files to give to the Building Inspector. For the time being, drug related files will be retained by the Fiscal Officer.

The Clemans Nelson training session is scheduled on April 12th. Participants will meet at 6:00 a.m. at Village Hall for transportation to Columbus. The committee has put together a list of questions and will be taking a copy of the Village handbook and try to see where there may be gaps in coverage on personnel issues with respect to the handbook. Unfortunately, Councilmember Carroll will be unable to attend that training due to requirements of his job. Therefore, there is one open space available if someone would like to attend ~ please let Galicki know if anyone is interested.

The next HR Committee meeting is scheduled for May 15th and June 12th.

Futures goals of the committee is to update job descriptions and investigate setting up a pay ladder schedule to be adopted by the Village.

Human Resources Meeting
Tuesday, April 3, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Board Clerk
 - Potential issue
 - Cross training with Building Dept. secretary

- Part-time Administrative Assistant
 - Run ad online and CVT
 - Transcription and Council Packets #1 responsibility

- Incentives for physicals
 - \$100 for employees to get physicals

- AFLAC
 - Cost goal is approximately 1 hour rate each pay period
 - Must have 3 employees participate in order to offer it
 - Costs SRV nothing
 - Comes out of payroll
 - Poll employees to gauge interest?

- Safety Official
 - Working on gathering files to give to Bldg. Inspector

- Clemens Nelson training session
 - List of questions

- Job Descriptions
 - Update by year end

Human Resources Meeting
Tuesday, May 15, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Part-time Administrative Assistant
 - Run ad on Indeed.com and CVT
 - Transcription and Council Packets #1 responsibility
 - Nairn to step in on committee?

- Nepotism
 - Feedback from OML
 - Galicki's email recusing self from process

- AFLAC
 - Survey – only two part time people interested in more info

- Safety Official
 - Met and shared information
 - Transferred all files to Building Inspector

- Clemens Nelson
 - Quote

- Miscellaneous
 - Building Inspector – contract up in May
 - Tuition Reimbursement

- Insurance company –
 - Contracts for concert in park, pavilion usage, alcohol
 - Insurance changes for playground and ball fields
 - Potential changes for retention pond

Clemens Nelson

- Copy of handbook for reference
- Hiring procedure listed in book and adopted by Council
- Can exempt employee plow
- Paying help for 1-day Trash Day – 1099 or W-2 for injury coverage
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- Red ranch –
 - Call with appraisal value to purchase
 - Proper order
- Hocevar – contract up in May
 - Conversation- Carroll

Human Resources Meeting
Tuesday, September 4, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

The committee reviewed the PAQ forms submitted from employees and had the following recommendations:

Building Commissioner/Inspector

- Current inspector was appointed as inspector, but now some refer to as Building Commissioner. Is there a difference and should that be changed?
- #4 With exposure to multiple hazardous working conditions, should more PPE requirements be listed in employee handbook?
- #7B Does not participate in personnel or labor relations activities or have access to other employees personnel files
- #11 Does not collect income tax money – collect information to give to CCA to ensure filing

Building Department Administrative Assistant

- #8 Monitor office expenses/purchase orders – this should be responsibility of Building Inspector per the PO policy ordinance
- #8 Holding a director seat on board as treasurer is not a duty/responsibility
- #11 Assists with PO process - should not be initializing the PO per the PO policy ordinance
- #16 Does it require completion of trade or vocational school?
- Old job description – clarifying the monitoring the pumping of septic systems

Board Clerk

- Title – Currently has 3 job descriptions, ABR Secretary, ZBA Secretary and Planning Commission Secretary. Believe this should be combined into one job description of Board Clerk
- #2 Immediate Supervisor was listed as Fiscal Officer – however currently it is listed as Mayor – Committee recommends it be the Building Inspector
- #3 Estimated hours per week should be determined
- #6 If not doing newsletter and it goes back to administrative office, would not need to know Publisher
- #9 Board Clerk should not do special projects and newsletter – should be administrative functions
- #16 Is possession of an associate degree necessary?
- #6 – Should not take 12 months to reach acceptable level

Fire Prevention Officer

- #2 Should report to Building Inspector

Fiscal Officer

- #8 Duties and responsibilities – is both Fiscal Officer and Tax Administrator. Tax Administrator is a separate part-time job per ordinance. Can Council take action to remove and then include Tax Administrator as a responsibility under the Fiscal Officer title?
- #8 Recently, since form was completed, pavilion permit responsibility was moved to the Building Inspector
- #8 Newsletter was recently moved to Board Clerk per Mayor, however with new Board Clerk likely in near future, should that responsibility stay with the Administrative office and go to the new part-time Administrative Assistant hired 9/10/18. Committee recommends moves to part-time Administrative Assistant

Part-time Administrative Assistant

- #8 Prepare/type Council meeting minutes - given a 16/hour per week schedule, that would take approximately 25-30% of time.
- #13 Skills should include typing, filing, computer skills, general office skills, organizational skills, attention to detail, and communicate effectively
- #14 Previous experience should include over 2 years

Police Chief

- Should it take 8-12 years for Police Chief to reach acceptable levels of performance?
Recommend 12 months

Street Commissioner

- #16 is possession of an associate degree necessary
- #8 Duties and responsibilities – if managing department, can he still be required to plow, operate machinery, etc.

Operator/Maintenance

- #8 Tim Alder - Take instruction and run crew – should job description be different?
- #8 - Jeff Pausch – Mechanical repairs – should job description be different

Seasonal Summer Help

- #8 Old job description adopted in 2017 listed landscaping as more of a priority – this job description is different

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- Human Resource Committee questions if Safety Responsibilities should be a separate job description. It recently was moved to the Building Inspector but question if that is the fox guarding the hen house.
 - Is the Mayor the Safety Director per the ORC?
 - Should all job descriptions include the statement “Other duties as assigned” to cover additional tasks not listed?
 - Should Titles of Building Inspector be changed to Building Commissioner, ZBA/PC/ABR Secretary be changed to Board Clerk and should Tax Administrator fall as a responsibility under Fiscal Officer?

Human Resource Committee
October 31, 2018 – 8:30 a.m. at Village Hall

Present: Carroll, Galicki, Romanowski

- The Human Resource (HR) Committee met on October 31st where draft job descriptions from Clemans Nelson were reviewed and some errors found. The committee members will work with Clemans Nelson on correcting and finalizing these documents and then they will be forwarded to Mayor and Council for approval.
- The Committee also discussed new time and attendance tracking software offered by Paychex. This software could streamline the payroll process and reduce the work load for all departments while offering a wide variety of reports. The HR Committee has invited the Finance Committee to a webinar demonstration of the software. If this gets approved, the goal is to implement this new process the beginning of 2019.
- An advertisement for a new Board Secretary was placed in the Chagrin Valley Times as well as placed on Indeed.com. The Village only received one application from the newspaper and the Indeed ad was turned off after a couple days with 38 responses.
- Given the Village rescinded Lorraine Sevich's first resignation letter, she has submitted a second letter of resignation which is in the Council packet. Accepting her resignation has been added to the agenda for Monday's meeting.

Human Resources Meeting

10-31-18 @ 8:30 a.m.

- Salary survey – goal is week end
- Review job descriptions
- Set date to review Paychex Time & Attendance with HR Committee, Mayor and Finance
- Advertise for Board Secretary – received 38 applications from Indeed and 1 from CVT
- Discussed soft billing with fire & EMS – Carroll said it was not in the contract.

Human Resources Meeting
Thursday, December 6, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Memo
 - Physical Incentive sample
- Pay Range Ordinance
 - Council over range – amend
- Tuition Reimbursement
- Vac/Sick carryover
- Paychex Tracking
 - Start 1/1/19
 - Clock in and out
 - Schedules online
 - Vacation requests
 - Continue with Google timesheets initially until any bugs worked out.
- Clemans Nelson Salary Comparison
- Payroll verification
- Job Descriptions